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COMPT 81-0555-

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DD/A Reg

81-0450

4 MAY 1981

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Maurice Lipton
Comptroller

DD/A REGISTRY
FILE: 0471-6

SUBJECT : Proposed Adjustments in CIA 1981 Position Ceiling

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1. Over the last year we have accumulated a list of position requirements that were not satisfied in the budget process. We believe it is now both appropriate and beneficial to decide which of these position requirements should be satisfied, which should be deferred pending approval in the budget cycle, and which should be denied. This memorandum recommends that you reallocate existing Agency ceiling to cover 34 of the pending requirements, defer action on an additional 34 which are now included in the 1982 budget, and take no action on the remaining 27 positions. This latter action will have the effect of disapproving these requests. They could be resubmitted and reconsidered at a later date if circumstances warrant.

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2. At the 24 March 1981 Comptroller Meeting, we advised the four deputy directors of a number of pending new position requirements (see Tab A). As agreed at the meeting, I asked the four deputy directors to consider the relative merits of the new requirements and to identify existing positions which might be used as offsets. Understandably, the responses showed a marked reluctance to eliminate existing positions in order to meet new requirements. Nonetheless, certain of the pending requirements should be met now, and this can be done on a permanent basis only by reallocating existing ceiling.

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3. The positions approved by Congress for 1981 and the additional positions we are requesting in the 1982 budget are summarized as follows:

| | <u>FY 1980</u> | <u>FY 1981</u> | <u>FY 1982</u> | <u>Percent</u> |
|----------|----------------|-----------------|-----------------|----------------|
| | <u>Ceiling</u> | <u>Increase</u> | <u>Ceiling</u> | <u>Change</u> |
| | | | <u>Increase</u> | <u>82/80</u> |
| | | | <u>Ceiling</u> | |
| DCI Area | | | | |
| DDA | | | | |
| DDO | | | | |
| DDS&T | | | | |
| NFAC | | | | |
| TOTAL | | | | |

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4. Of the positions considered at the Comptroller's meeting, 34 are included in the 1982 budget. Since we will likely be understrength at the end of the fiscal year, it makes no sense to formally allocate these positions at this time. Rather, the areas concerned can be free to fill as many of them as possible this year. Of the remaining 61 position requests, I recommend that you approve the following 34 and defer the remaining 27:

| | |
|---|------------|
| -- CT Support (OTE) | + 6 |
| -- CT Support (OMS) | + 2 |
| -- Alcohol Program (OMS) | + 1 |
| -- SIS Staff (OPPPM) | + 2 |
| -- Policy and Human Resource Analysis Staffs (OPPPM) | + 4 |
| -- Minority Recruitment (OPPPM) | + 2 |
| -- Information Handling Staff (ODDA) | + 7 |
| -- FOIA Paralegal/Registry Support (OGC) | + 5 |
| -- Augmented Recruitment Staff (OPPPM) | + <u>5</u> |
| | + 34 |

Details on each of the requests are contained in Tab B. (S)


5. There are many factors that can be considered in deciding on how to come up with offsets to cover the new position needs. No method will be fully acceptable to all concerned. We have used a method which considers the ultimate user of the new positions (e.g., the DO in the case of the CT support positions), each component's fraction of the Agency's 1982 position ceiling, and each component's ability to hire against vacancies. Using this method, I recommend the following allocation of offsets (with corresponding adjustments in the FY 1982 and FY 1983 base):

| | |
|----------|------------|
| DCI Area | - 5 |
| DDA | - 5 |
| DDO | -15 |
| DDS&T | - 5 |
| NFAC | - <u>4</u> |
| TOTAL | -34 |

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I request that you concur in the foregoing adjustments in existing staff levels. I would ask the deputy directors to make the ceiling reductions at their discretion in the areas that would have the least impact on their programs. 

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Maurice Lipton

Attachments:
As Stated

CONCURRENCE:

Deputy Director of Central Intelligence

Date

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PENDING NEW POSITION REQUIREMENTS

| COMPONENT | PURPOSE | No. | COMMENTS |
|-----------|-------------------------------------|-----|-------------------------|
| | | 22 | INCLUDED IN 1982 BUDGET |
| O/DCI | NIEPS | 8 | INCLUDED IN 1982 BUDGET |
| OTE | ANALYST TRAINING | 4 | INCLUDED IN 1982 BUDGET |
| OTE | SENIOR OFFICE DEVELOPMENT COURSE | 10 | |
| OTE | CT STAFF | 6 | BUDGET SCRUB |
| OMS | CTP SUPPORT (PSYCHOLOGISTS) | 2. | |
| OMS | ALCOHOL PROGRAM | 2 | |
| OPPPM | SIS STAFF | 2 | APPROVED BY FORMER DDCI |
| OPPPM | POLICY STAFF | 3 | APPROVED BY FORMER DDCI |
| OPPPM | HUMAN RESOURCE ANALYSIS STAFF | 3 | APPROVED BY FORMER DDCI |
| OPPPM | MINORITY RECRUITMENT | 3 | |
| OLC | DRIVER | 1 | |
| OGC | DRIVER | 1 | |
| O/DCI | EXCOM STAFF | 3 | APPROVED BY FORMER DDCI |
| O/DDA | INFORMATION HANDLING STAFF | 7 | ENDORSED BY EXCOM |
| OGC | FOIA PARALEGAL SUPPORT | 5 | REQUEST TO DCI PENDING |
| TOTAL | | 82 | |

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TAB A

New Position RequirementsCurrent Requirements Included in the FY 1982 Budget

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o Recommendation: Defer action since the required positions are included in the FY 1982 Budget.

2. National Intelligence Emergency Planning Staff (NIEPS) 8 positions

The NIEPS was established by the former DCI as the planning arm of the National Intelligence Committee for Emergency Planning. The latter, chaired by the DDCI, is responsive to PD 58 and is responsible for developing and implementing an intelligence plan to support the new COG system.

o Recommendation: Defer action since the required positions are included in the FY 1982 Budget.

3. Analyst Training 4 positions

The Office of Training and Education requires additional instructional staff to respond to NFAC requirements for analyst training. The required positions were a part of the Quality of Analysis Theme Package which was approved for FY 1982.

o Recommendation: Defer action since the required positions are included in the FY 1982 Budget.

Previously Approved Requirements Not Included in the FY 1982 Budget

1. Senior Officer Development Course (SODC) 10 positions

The resources--both positions and funds--required for the SODC were approved by the former DDCI in July 1980. The question of whether the SODC should be continued, modified, or discontinued is to be addressed by the EXCOM at a meeting in the near future.

o Recommendation: Since the future of the SODC is still in doubt, defer action until the need can be reassessed.

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2. Career Training Program (CTP) Support 8 positions

There has been a long standing need for increased staff in OTE (6 positions) and OMS (2 positions) to support the expanded CTP--largely responsive to DDO requirements. To date, we have not been successful in providing the positions needed by the DDA even though 120 new CT positions have been approved for the DDO.

- o Recommendation: Approve 8 positions.

3. Alcohol Program 2 positions

The former DCI approved the establishment of an Alcohol Program in OMS over two years ago. While OMS has already staffed this effort (on an over-ceiling basis), the required positions have not been provided.

- o Recommendation: Approve one position, with the remaining staff requirement either to be absorbed within the existing ceiling or provided through use of temporary/part-time personnel.

4. Senior Intelligence Service Staff (SIS) 2 positions

The former DDCI approved a 4-person staff to implement and administer the SIS. However, now that the SIS system is fully operational the D/OPPPM has agreed that a staff of two is adequate for this purpose. Accordingly, the initial staff of four has been reduced to two and currently is staffed on an over-ceiling basis.

- o Recommendation: Approve 2 positions.

5. Policy Staff 3 positions

6. Human Resource Analysis Staff 3 positions

These two staffs were approved by the former DDCI, following several EXCOM meetings on personnel management, in order to provide the Agency with an increased capability for in-depth and long-range personnel planning, for modeling the Agency's population, and for conducting manpower studies. These activities are already staffed on an over-ceiling basis.

- o Recommendation: Approve four positions for the two staffs with the remaining staffing needs to be absorbed within the existing OPPPM ceiling.

7. Minority Recruitment 3 positions

This is a holdover from 1979 when increased emphasis was placed on minority recruiting. Both NFAC and the DDS&T had each agreed to provide a position for this purpose, but in lieu of transferring ceiling we authorized OPPPM to increase its minority recruitment staff on an over-ceiling

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basis. Currently there are three minority recruiters on duty without positions.

- o Recommendation: Approve two positions.

8. EXCOM Staff 3 positions

In a memorandum to the Comptroller, date 21 January 1980, the former DDCI directed that three additional positions be provided for the EXCOM Staff. While the EXCOM was staffed consistent with the DDCI's approval, the required positions were not provided. There is now some question as to whether the EXCOM in its present form will need the three additional positions.

- o Recommendation: Defer action until the EXCOM staffing needs are more clearly identified.

9. Information Handling Staff 7 positions

The EXCOM recommended and the former DDCI approved the establishment of an Agency Information Handling Systems Architect. The implementing responsibility was assigned to the DDA who has determined that 7 positions are required for this function. The Architect is already on-duty and is now assembling his staff.

- o Recommendation: Approve 7 positions.

Other Requirements

1. Drivers for OLC and OGC 2 positions

Both the LC and the GC have requested positions for dedicated drivers to meet existing transportation requirements in the Headquarters area. Both state that it is becoming increasingly difficult to meet existing schedules without assigned vehicles. While OL has made cars available on a drive-it-yourself basis, the lack of available parking apparently makes this an unsatisfactory solution to the problem.

- o Recommendation: OLC and OGC to provide the requested positions from existing ceiling if the need is sufficiently urgent.

2. FOIA Paralegal/Registry Support 5 positions

The GC has identified to the DCI a requirement for additional staff--four to deal with the existing FOIA workload and one to handle the increased flow of documents through the OGC Registry.

- o Recommendation: The DCI has already approved this increase; therefore the 5 positions must be provided.

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3. Augmented Recruitment Staff

13 positions

The D/OPPPM has stated that an increase of 13 people will be required to recruit and process applicants for [] additional Agency positions approved for 1981 (an increase of [] positions over 1980) and requested for 1982 (a further increase of [] positions).

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o Recommendation: Approve 5 positions. At least half of the increased recruitment staffing requirement should be temporary or nonrecurring, and should be accommodated on an overceiling basis through mid-1982. (Note: We will reevaluate the need for a possible further increase in our recruitment and processing staff in conjunction with requested staff increases for FY 1983.)

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